



Regional District of Central Kootenay
ALL RECREATION COMMITTEE
Open Meeting Agenda

Date: Wednesday, October 30, 2024
Time: 9:00 am
Location: RDCK Board Room, 202 Lakeside Dr., Nelson, BC

Directors will have the opportunity to participate in the meeting electronically. Proceedings are open to the public.

Pages

1. ZOOM REMOTE MEETING INFO

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote (hybrid model).

Meeting Time:

9:00a.m. PST

Join by Video:

<https://rdck-bc-ca.zoom.us/j/92333895721?pwd=AID9gJMRCXdvIkdv9vAvW6ifScCWyl.1>

Join by Phone:

- +1 778 907 2071 Canada
- 855 703 8985 Canada Toll-free

Meeting ID: 923 3389 5721

Meeting Password: 152825

In-Person Location: RDCK Head Office - Boardroom - 202 Lakeside Drive, Nelson

2. CALL TO ORDER

Chair McFaddin called the meeting to order at [Time] a.m.

3. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the Indigenous peoples within whose traditional

lands we are meeting today.

4. ADOPTION OF AGENDA

RECOMMENDATION:

The agenda for the October 30, 2024 All Recreation Committee meeting be adopted as circulated.

5. RECEIPT OF MINUTES

4 - 11

The June 26, 2024 All Recreation Committee minutes, have been received.

6. PARKS & TRAILS WATER ACCESS STRATEGY UPDATE

Clara-Jane Blye with RC Strategies to provide an update re: Parks & Trails Water Access Strategy.

7. STAFF REPORTS

7.1 Donation of Community Services Policy

12 - 21

The Committee Report dated October 20, 2024 from Trisha Davison, Regional Manager - Recreation & Client Services, re: Donation of Community Services Policy, has been received.

RECOMMENDATION:

That the Board adopt Policy Number xx, Community Services Donation Policy, effective December 1, 2024.

7.2 Regional Programming Update

22 - 26

The Committee Report dated October 17, 2024 from Trisha Davison, Regional Manager - Recreation & Client Services and Tia Wayling, Regional Programming Manager re: Regional Programming Update has been received.

RECOMMENDATION:

The All Recreation Committee support the alignment of service delivery on statutory holidays across the District and direct staff to incorporate this direction into the development of the 2025 budget.

7.3 Asset Management Project and Green House Gas Feasibility Study Update

The presentation dated October 9, 2024 from Craig Stanley, Regional Manager - Operations & Asset Management re: Asset Management Project and Green House Gas Feasibility Study has been received.

7.4 Access & Inclusion Initiatives Update

27 - 31

The Committee Report dated October 20, 2024 from Trisha Davison, Regional Manager - Recreation & Client Services, re: Access & Inclusion Initiatives Update has been received.

8. NEW BUSINESS

8.1 Review of the Castlegar & District Community Complex Criteria for the Wall of Fame

The Criteria and Procedures for the Castlegar & District Community Complex Wall of Fame, has been received. Craig Stanley, Regional Manager - Operations and Asset Management to provide an overview.

RECOMMENDATION:

That the All Recreation Committee Direct Staff to review the Criteria and Procedures for Banner Raising Wall of Fame Historical Recognition and provide a report at the next All Recreation Committee meeting.

8.2 2025 Proposed All Recreation Committee Meeting Dates

The All Recreation Committee to review the following proposed 2025 meeting dates:

- 9:00a.m. April 1, 2025
- 9:00a.m. June 26, 2025
- 9:00a.m. October 30, 2025

9. OLD BUSINESS

9.1 Tournament Costs

Director Deboon to lead a discussion re: Impact of rising costs for user groups host tournaments and gatherings at Recreation Facilities.

10. PUBLIC TIME

The Chair will call for questions from the public and members of the media at _____ a.m./p.m.

11. NEXT MEETING

The next All Recreation Committee meeting is scheduled for [Date], [Year] at [Time].

12. ADJOURNMENT

RECOMMENDATION:

The All Recreation Committee meeting be adjourned at [Time].



REGIONAL DISTRICT OF CENTRAL KOOTENAY

ALL RECREATION COMMITTEE OPEN MEETING MINUTES

9:00 a.m.
June 26, 2024

COMMISSION/COMMITTEE MEMBERS

Director G. Jackman	Electoral Area A
Director K. Vandenberghe	Electoral Area C
Director C. Graham	Electoral Area E
Director H. Cunningham	Electoral Area G
Director W. Popoff	Electoral Area H
Director A. Davidoff	Electoral Area I
Director H. Hanegraaf	Electoral Area J
Director T. Weatherhead	Electoral Area K
Director M. McFaddin	City of Castlegar
Director A. DeBoon	Town of Creston
Director S. Hewat	Village of Kaslo
Director A. McLaren-Caux	Village of Nakusp
Director K. Page	City of Nelson
Director D. Lockwood	Village of Salmo
Director L. Main	Village of Silverton
Director A. Watson	Electoral Area D
Director T. Newell	Electoral Area F
Alternate Director J. Fike	Village of New Denver

INVITEES

K. Tait	City of Nelson
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MEMBERS ABSENT

Director R. Tierney	Electoral Area B
Director J. Lunn	Village of Slocan

STAFF

Joe Chirico	General Manager of Community Services
Craig Stanley	Regional Manager of Operation and Asset Management
Trisha Davison	Regional Manager of Recreation and Client Services
Mark Crowe	Regional Parks Planner
Cary Gaynor	Regional Parks Manager

Sarah Fuhr
Teresa Johnson

Communications and Community Engagement Lead
Meeting Coordinator

18 out of 20 voting Commission/Committee members were present – quorum was met.

1. CALL TO ORDER

Chair McFaddin called the meeting to order at 9:10 a.m.

2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the Indigenous peoples within whose traditional lands we are meeting today.

3. ADOPTION OF AGENDA

MOVED and seconded,
AND Resolved:

The agenda for the June 26, 2024 All Recreation Committee meeting, be adopted with the inclusion of Item 8: Tournament Costs before circulation.

Carried

4. RECEIPT OF MINUTES

The March 27, 2024 All Recreation Committee minutes, have been received.

5. DELEGATE

5.1 No Delegates were scheduled for this Committee meeting.

6. STAFF REPORTS

6.1 Parks, Trails and Water Access Strategy Phase One Engagement

The Committee Report dated June 18, 2024 from Mark Crowe, Parks Planner, re: Parks, Trails and Water Access Strategy Phase One Engagement, has been received. A verbal report was provided.

MOVED and seconded,
AND Resolved:

That Director Tait be granted Freedom of the Floor.

Carried

6.2 Recreation Asset Management Progress Updates

The Committee Report and presentation dated March 21, 2024 from Craig Stanley, Regional Manager of Operations and Asset Management re: Recreation Asset Management Progress updates, has been received. A power point presentation was provided.

Director Watson left the meeting at 10:42 a.m. and returned at 10:44 a.m.

The meeting recessed at 10:46 a.m. for a stretch break and reconvened at 10:56 a.m.

6.3 Community Services Governance Committee/Commission

The Committee Report dated June 19, 2024 from Joe Chirico, General Manager of Community Services, re: Community Services Governance Committee/Commission has been received. An overview of the report was provided.

Moved and seconded,

AND Resolved that it be recommended to the Board:

That the Board direct staff to bring forward a report to the Board which outlines the necessary regulatory, operational, financial, and communication steps and proposed schedule for implementing Sub-Regional Services Committees for:

- Nelson and Areas E, F
- Salmo and Area G
- Castlegar and Areas I and J
- Nakusp and Area K
- Area H South and Slocan
- Area H North and Silverton and New Denver

Carried

Moved and seconded,

AND Resolved that it be recommended to the Board:

That staff recommend to the Board opportunities to convert commissions and committees related to recreation to community advisories in order to increase efficiency in service governance while maintaining the ability for public to engage with the RDCK.

Carried

Director Tait left the meeting at 11:39 a.m.

Director Watson left the meeting at 11:40 a.m.

6.4 Allocation Policy & Process Update

The Committee Report dated June 17, 2024 from Trisha Davison, Regional Manager - Recreation and Client Services and Tia Wayling, Regional Programming Manager re: Allocation Policy & Process Update has been received. A power point presentation was provided.

Director Davidoff left the meeting at 12:00 p.m.

Director Graham left the meeting at 12:06 p.m.

Director Hewatt left the meeting at 12:09 p.m.

Moved and seconded,

AND Resolved that direction be given to staff:

To bring recommendations to improve the allocation process for consideration at the September 2024 All Recreation Committee to:

1. Adjust allocation procedure timelines.
2. Define “public space” and establish a minimum “public space” commitment, adding both to the allocation procedure.
3. Research allocating specific space and times for rental to user groups and ensuring public access is maintained.

Carried

7. ACTION ITEM LIST FROM PREVIOUS MEETINGS

Action Item list from previous All Recreation Committee meetings has been received as information.

8. TOURNAMENT COSTS- REFERRED

Director Deboon led a conversation regarding the impact of rising costs for user groups to host tournaments and meet ups at recreation facilities.

This discussion is being **REFERRED** to the September 25, 2024 meeting.

9. PUBLIC TIME

The Chair will call for questions from the public at 12: 17 p.m. no questions were presented.

10. NEXT MEETING

The next All Recreation Committee meeting is scheduled for September 25, 2024 at 9:00 a.m.

11. ADJOURNMENT

MOVED and seconded,
AND Resolved:

The All Recreation Committee meeting be adjourned at 12:17 p.m.

Carried

Digitally Approved

M. McFaddin, Chair

***If there are recommendations that need to go to the Board of Directors please add them to the list below and forward to Angela Lund, alund@rdck.bc.ca to be put on the Board agenda.**

RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

1. *That the board direct staff to bring forward a report to the Board which outlines the necessary regulatory, operational, financial, and communication steps and proposed schedule for implementing Sub-Regional Services Committees for:*
 - a. *Nelson and Areas E, F*

- b. Salmo and Area G*
 - c. Castlegar and Areas I and J*
 - d. Nakusp and Area K*
 - e. Area H South and Slocan*
 - f. Area H North and Silverton and New Denver*
2. *That staff recommend to the Board opportunities to convert commissions and committees related to recreation to community advisories on order to increase efficiency in service governance while maintaining the ability for public to engage with the RDCK.*

THE FOLLOWING ITEMS ARE PROVIDED FOR CONVENIENCE ONLY AND WILL BE CONSIDERED AT ITS APPROPRIATE MEETING AS STATED.

Future All Recreation Committee Meetings

1. *Director Deboon will lead a conversation regarding the impact of rising costs for user groups to host tournaments and meetups at recreation facilities.*

From: [Teresa Johnson](#)
To: [Jenna Chapman](#)
Subject: Fw: June 26 All Rec Meeting Minutes
Date: July 9, 2024 2:11:54 PM
Attachments: [2024-06-26-ALLREC-Minutes-DRAFT TJ V2.docx](#)

Hi Jenna,

Here is the approval from Chair Mcfaddin, and the updated minutes are attached.

Teresa Johnson | Administrative Assistant

Regional District of Central Kootenay

Phone: 250.225.3262 |

rdck.ca

From: Maria McFaddin <MMcFaddin@rdck.bc.ca>

Sent: Tuesday, July 9, 2024 1:26 PM

To: Teresa Johnson <TJohnson@rdck.bc.ca>

Subject: Re: June 26 All Rec Meeting Minutes

Thank you! All good on my end.

Director McFaddin

Sent from my iPad

On Jul 9, 2024, at 11:09 AM, Teresa Johnson <TJohnson@rdck.bc.ca> wrote:

My apologies Chair McFaddin, that edit was made and the updated minutes were sent last Tuesday.

The new(er) version is attached for your review and approval.

Teresa Johnson | Administrative Assistant

Regional District of Central Kootenay

Phone: 250.225.3262 |

rdck.ca

From: Teresa Johnson <TJohnson@rdck.bc.ca>

Sent: Tuesday, July 2, 2024 10:12 AM

To: Joe Chirico <JChirico@rdck.bc.ca>; Maria McFaddin <MMcFaddin@rdck.bc.ca>

Cc: Jenna Chapman <JChapman@rdck.bc.ca>

Subject: Re: June 26 All Rec Meeting Minutes

Good catch, thank you Joe.

The edited minutes are attached for your approval Chair Mcfaddin.

Kind regards,

Teresa Johnson | Administrative Assistant

Regional District of Central Kootenay

Phone: 250.225.3262 |

rdck.ca

From: Joe Chirico <JChirico@rdck.bc.ca>

Sent: Thursday, June 27, 2024 4:17 PM

To: Teresa Johnson <TJohnson@rdck.bc.ca>; Maria McFaddin <MMcFaddin@rdck.bc.ca>

Cc: Jenna Chapman <JChapman@rdck.bc.ca>; Angela Lund <ALund@rdck.bc.ca>

Subject: Re: June 26 All Rec Meeting Minutes

Teresa and Jenna, in the recommendation for commissions, the second recommendation the word 'on' should be 'in'.

Great work Teresa.

Joe Chirico (He/Him/His) | General Manager of Community Services

From: Teresa Johnson <TJohnson@rdck.bc.ca>

Sent: 27 June 2024 9:46 AM

To: Maria McFaddin <MMcFaddin@rdck.bc.ca>

Cc: Joe Chirico <JChirico@rdck.bc.ca>; Jenna Chapman <JChapman@rdck.bc.ca>; Angela Lund <ALund@rdck.bc.ca>

Subject: June 26 All Rec Meeting Minutes

Good morning Maria,

The minutes from yesterday's meeting are attached. Please reply with any edits to be made, or your approval.

Below are the pertinent action items from the meeting for quick reference.

Recommendations to the board included in the minutes:

Moved and seconded,

AND Resolved that it be recommended to the Board:

That the Board direct staff to bring forward a report to the Board which outlines the necessary regulatory, operational, financial, and communication steps and proposed schedule for implementing Sub-Regional Services Committees for:

- Nelson and Areas E, F
- Salmo and Area G
- Castlegar and Areas I and J
- Nakusp and Area K

- Area H South and Slocan
- Area H North and Silverton and New Denver

Carried

**Moved and seconded,
AND Resolved that it be recommended to the Board:**

That staff recommend to the Board opportunities to convert commissions and committees related to recreation to community advisories on order to increase efficiency in service governance while maintaining the ability for public to engage with the RDCK.

Carried

Direction to staff included in the minutes:

**Moved and seconded,
AND Resolved that direction be given to staff:**

To bring recommendations to improve the allocation process for consideration at the September 2024 All Recreation Committee to:

1. Adjust allocation procedure timelines.
2. Define “public space” and establish a minimum “public space” commitment, adding both to the allocation procedure.
3. Research allocating specific space and times for rental to user groups and ensuring public access is maintained.

Carried

Item referred to the September 26, 2024 meeting:

TOURNAMENT COSTS- REFERRED

Director Deboon led a conversation regarding the impact of rising costs for user groups to host tournaments and meet ups at recreation facilities.

Kind regards,

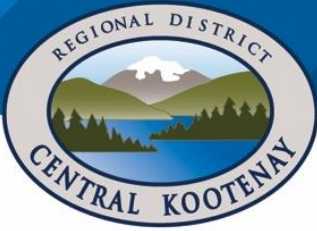
Teresa Johnson | Administrative Assistant

Regional District of Central Kootenay

Phone: 250.225.3262 |

rdck.ca

<2024-06-26-ALLREC-Minutes-DRAFT TJ V2.docx>



All Recreation Committee

Date of Report: 10-20-2024
Date & Type of Meeting: 10-30-2024 All Recreation Committee Meeting
Author: Trisha Davison, Regional Manager – Recreation and Client Services
Subject: COMMUNITY SERVICES DONATION POLICY
File: 01-0515-20
Electoral Area/Municipality: AREAS A, B, C, E, F, G, H, I, J, CASTLEGAR, CRESTON, NELSON, SALMO

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to establish a Community Services Donation policy to standardize how donations are managed across the various service areas in a standardized and transparent manner.

SECTION 2: BACKGROUND/ANALYSIS

Community Services receives requests from various third parties, particularly organizations, to provide a donation of services to support community events and initiatives. To date, the practice of providing requested donations has not been grounded in policy but more so historical practice. While there are similarities, the historical practices of what can be provided in the way of a donation, for what purpose and to whom has not been consistent across the region.

The draft policy aims to outline policy details related to three forms of donations:

1. Donation requests **for** Regional District of Central Kootenay (RDCK) recreation services
2. Donations **to** the RDCK to support service provision
3. Advertising in exchange for donations

Donations for RDCK Services

Recognizing the unique role the Castlegar & District Recreation Complex, the Nelson & District Community Complex and the Creston & District Community Complex play in their respective communities and in the delivery of recreation services within the region, this portion of the donation program aims to meet the following outcomes:

- Support local non-profit organizations or community groups in their fundraising efforts
- Create consistency and standardization in how requests are administered
- Build relationships with user groups and community organizations
- Improve tracking, usage and reporting of donations provided through Community Services to community groups and non-profit organizations
- Create opportunities for the public to engage with RDCK recreation services in new ways
- Diversify the organizations receiving donations from the RDCK

Donations requests will be considered from local non-profit organizations or community group as well as local schools, post secondary institutions and local sports teams. Three different donation package options will be available within two categories:

A. Individual Sports Team Fundraisers

- Option 1: Three (3) single use family general admission courtesy passes
- Option 2: Three (3) single use adult general admission courtesy passes
- Option 3: Five (5) single use youth general admission courtesy passes

B. Schools, Post Secondary School or Non-profit Organization Fundraisers

Any of the above options or:

- Option 1: Five (5) single use family general admission courtesy passes
- Option 2: One - One month youth pass to one RDCK recreation facilities
- Option 3: One - One month adult pass to one RDCK recreation facilities

Donation requests are limited to one request per calendar year per non-profit organization, community group, sports team, or school.

Donation to RDCK Community Services

Sometimes, unsolicited donations or supplies or equipment may be offered to the RDCK to support services or program. This could include, but is not limited to, program equipment (soccer balls, frisbees, etc.), office equipment (tables, chairs, etc.), or home goods (plants, dishware, etc.). These types of donations typically have a low-cost value and could come from individuals, community organizations or businesses. The draft policy outlines the various conditions on which items may be considered for acceptance. Of particular note, the donations within this policy are to be unsolicited, there is to be no expectation of acknowledgement by the donor, and value is to be perceived as less than \$250. If these conditions are not met, the donation could be perceived as a sponsorship where other terms, conditions and processes should apply.

This portion of the policy also touches on monetary donations from individuals, organizations or businesses looking to support low cost or “free” service delivery. The primary differentiation between a monetary donation and a sponsorship is typically the recognition expectation of the donor. While the sponsorship policy is still under development, the concept is that expectation of recognition in the community for supporting public services should have different parameters to ensure there is a public opportunity open to everyone.

Advertising in Exchange for Services

Community Services is often asked to place an ad in printed programs, calendars, jerseys or other forms of marketing materials to help their organizations fundraising effort. These types of advertising requests typically have levels of monetary support that offer a range of different opportunities for advertising and could come from individuals, community organizations or businesses. The policy provides a framework as to how and when Community Services will consider these requests.

If approved, the draft “RDCK Community Services Donation” policy would compliment two other Community Services initiatives that deal with donations:

- RDCK Park Amenity Donation Program (park benches, memorial trees, and other amenities)
- RDCK Finance Access & Inclusion Policy (donations to specific social service agencies supporting vulnerable populations)

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan: Yes No **Financial Plan Amendment:** Yes No
Debt Bylaw Required: Yes No **Public/Gov't Approvals Required:** Yes No

A breakdown of the financial value of each of the donation packages is as follows:

Individual Sports Team Fundraisers or Tournaments	Value	Assume 15/yr
Option 1: 3 Family Courtesy Passes (single use)	\$48.48	\$727.20
Option 2: 3 Adult Courtesy Passes (single use)	\$24.24	\$363.60
Option3: 5 Youth Courtesy Passes (single use)	\$20.20	\$303.00
Schools, Post Secondary School or Non-profit Fundraisers	Value	Assume 15/yr
Option 1: 5 Family Courtesy Passes (single use)	\$80.80	\$1,212.00
Option 2: One - One Month Youth Pass	\$36.36	\$545.40
Option 3: One-One Month Adult Pass	\$72.72	\$1,090.80
District Total (3 Recreation Facilities)		\$4,242.00

Historically, donation requests local social service agencies, hockey tournament organizers, school fundraisers, or other community fundraising activities. Detailed information related to the historical number of requests the Department has received that would align with this policy from across the District is not available with the exception of the NDCC. In reviewing information for requests for single use courtesy passes or one month passes that were issued that would now fall under this policy from 2018 & 2019, approximately 25 requests would have been approved. While other requests were also granted to other social service agency initiatives, these types of requests would now fall under the Financial Access & Inclusion Policy versus this policy.

To date, one-month passes have the primary donation provided for the types of requests this policy aims to cover. Developing more options for groups to choose from will give groups the ability to select an option that best serves their activity and the people who are participating.

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

Not applicable.

3.3 Environmental Considerations

Not applicable.

3.4 Social Considerations:

The activities this policy aims to support are a source of community pride and are important social opportunities that bring large numbers of community members together. Many of the fundraising initiatives supported by donations of recreation services support other local initiatives and social opportunities that benefit the broader community.

3.5 Economic Considerations:

Not applicable.

3.6 Communication Considerations:

No applicable.

3.7 Staffing/Departmental Workplan Considerations:

Not applicable.

3.8 Board Strategic Plan/Priorities Considerations:

- Develop relationships and partnerships.
- Manage service delivery in a fiscally responsible manner.
- Organizational excellence.

SECTION 4: OPTIONS & PROS / CONS

Option 1: Maintain the existing donation program for recreation services.

Pros: People who know about the program take advantage of it, current program is known to staff and relatively easy to administer.

Cons: Standardization of administering donation requests across Community Services does not exist, historical practices are the basis for decision making versus being grounded in policy, and the existing practice does not offer variation in what can be requested.

Option 2: Endorse the RDCK Community Services Donation Policy as presented.

Pros: Standardizing practices across Community Services improves the Department's professional practices, creates fairness & equity to accessing this opportunity to all groups, and continues to support building effective and supportive relationships with many community partners.

Cons: Staff training, formalizing how groups or organizations can make requests for donations, and developing new administrative systems will take some time.

SECTION 5: RECOMMENDATIONS

Recommend that the Board adopt Policy Number xx, Community Services Donation Policy, effective December 1, 2024.

Respectfully submitted,



Trisha Davison, Regional Manager – Recreation & Client Services

CONCURRENCE

General Manager of Community Services – Joe Chirico *JC*

Regional Manager, Recreation & Asset Management – Craig Stanley *CStanley*

ATTACHMENTS:

Attachment A – Draft RDCK Community Services Donation Policy Framework

RDCK COMMUNITY SERVICES

Donation Policy – DRAFT

OVERVIEW

This policy aims to cover three topic areas related to donations – requests from third parties seeking a donation from RDCK recreation services, donations being provided to the RDCK to support the delivery of recreation services and advertising in exchange for donations.

DONATION REQUESTS FOR RDCK SERVICES

The RDCK Community Services Department is committed to supporting local organizations through a donation program. Recognizing the unique role the Castlegar & District Recreation Complex, the Nelson & District Community Complex and the Creston & District Community Complex play in their respective communities and in the delivery of recreation services within the region, this donation program aims to meet outcomes:

- Support local non-profit organizations or community groups in their fundraising efforts
- Create consistency and standardization in how requests are administered
- Build relationships with user groups and community organizations
- Improve tracking, usage and reporting of donations provided through Community Services to community groups and non-profit organizations
- Create opportunities for the public to engage with RDCK recreation services in new ways
- Diversify the organizations receiving donations from the RDCK

A. Eligibility

Requests for donations will be considered from the following:

- Local registered non-profit organizations
- Local non-profit community groups
- Local schools & post-secondary institutions
- Local sports teams

For the purposes of this policy, “local” refers to community groups or organizations within the boundary of the RDCK.

B. Donations Available

The donation package options are available to be requested:

- i. **Individual Sports Team Fundraisers/Tournaments**
 - Option 1: Three (3) single use family general admission courtesy passes
 - Option 2: Three (3) single use adult general admission courtesy passes
 - Option 3: Five (5) single use youth general admission courtesy passes

ii. **Schools, Post-Secondary School or Non-profit Organization Fundraisers**

Any of the above options or:

- Option 1: Five (5) single use family general admission courtesy passes
- Option 2: One - One month youth pass to one RDCK recreation facilities
- Option 3: One - One month adult pass to one RDCK recreation facilities

Donation requests are limited to one request per calendar year per non-profit organization, community group, sports team, or school. Courtesy passes issued under the three noted options will have an expiry date of 6 months from the date of the request. Month long passes issued under this policy must be activated within 6 months of issuance.

C. **Application Principles & Process**

Groups or organizations making requests & the activity being supported through the request for donations should align with the following principles:

- Promote health & wellness
- Promote inclusivity & diversity
- Provide the RDCK with positive community exposure

To receive a donation:

1. Requests must be made in writing through the online Donation Request Form.
2. Applicants must provide at least 30 days' advance notice of their request from the date the donation is needed.
3. The primary contact will be notified via email of the status of their application and where to pick up the donation once approved.
4. Only if requested through the application process will a letter outlining the value of the donation be provided.

D. **Exclusions**

The following exclusions will apply to donations issued under this policy:

- Requests for cash donations or gift cards will not be considered
- Requests for reduced costs on rental fees of RDCK facilities will not be considered
- Passes must be redeemed on or before the indicated expiry
- No extensions will be granted on pass expiry dates
- Passes are non-negotiable, non-refundable and have no cash value
- Lost passes will not be replaced

E. **Exceptions**

Regional Manager of Recreation & Client Services, the Regional Manager of Operations & Asset Management, and the General Manager of Community Services, at their discretion can make exceptions

to the level of donation granted for unique circumstances. Requests for exceptions to the donation policy must be received in writing with a detailed outline as to why the exception is being requested. This letter must be accompanied by a completed Donation Request Form.

F. Larger Volume Requests

Larger volume requests for single admission passes can be made directly in writing to the Regional Manager of Recreation & Client services. Larger volume requests will only be considered if the following conditions are met:

- The event supports youth (18+ or younger) and is sport, health and/or wellness related.
- The event has a draw of participants from across BC or greater.
- RDCK recreation facilities are booked as part of hosting the event or activity.
- The agreement that the single admission passes, if issued, will only be valid during the dates of the actual event or activity.

Larger volume requests must be made at least two months in advance from when they are needed.

DONATIONS TO RDCK COMMUNITY SERVICES

a. Equipment & Supplies

Sometimes, unsolicited donations or supplies or equipment may be offered to the RDCK to support services or program. This could include, but is not limited to, program equipment (soccer balls, frisbees, etc.), office equipment (tables, chairs, etc.), or home goods (plants, dishware, etc.). These types of donations typically have a low-cost value and could come from individuals, community organizations or businesses.

These types of items can be accepted on the following conditions:

- Once accepted by the RDCK, the RDCK has the right to manage the donated items at their sole discretion. This includes, but is not limited to, maintenance, disposal or replacement of the donated item(s).
- Item(s) is new or in a like new condition and is in good working order.
- Donation(s) of the item were not solicited by RDCK staff to support programs or services.
- There is no expectation of acknowledgment by the donor. Should the RDCK choose to acknowledge the donor, it will be subtle in nature and at the sole discretion of the RDCK. For example, "Basketballs generously donated by "x"." as part of a program write-up and/or on promotional materials at the discretion of RDCK staff.
- Value is perceived to be less than \$250.
- Approval to accept the donation has been given by the Regional Manager of Operations & Asset Management, the Regional Manager of Recreation & Client Services or the General Manager of Community Services.

b. Monetary Donations

Monetary donations from individuals, organizations or businesses to support service delivery will be administered according to the following guidelines:

- If the goal is to offer a “free” activity (ie. A free swim or skate session) **AND** there is no expectation of any recognition, staff will work with the donor to identify what level of service can be provided based on the value of the donation. The activity or event will be promoted as free with no donor acknowledgement.
- If the goal is to offer “free” activities (ie. A free swim or skate session) **AND THERE IS** an expectation of recognition, the RDCK Sponsorship policy will apply. Staff will work with the donor to identify what level of service can be provided based on the value of the donation.
- If a donor wishes to pay for services on behalf of a client (ie. Pay for registration fees or a membership), staff will work with the parties in question to try and support the intent of the donation. This can include the purchase of gift cards and putting them on a client's profile.
- If a donor wishes to support a specific service or program area (ie. Summer camps), where reasonable staff will work to use that donation to offset the costs of providing the service for users/registrants so long as it is administratively possible and reasonable to do so.
- Non-targeted monetary donations will be applied to general revenue for the service with which they were donated if the value is under \$500. Non-targeted monetary donations over \$500 will be reported to the appropriate Recreation Commission.
- Tax receipts are not able to be provided for monetary donations.

ADVERTISING IN EXCHANGE FOR DONATIONS

Often organizations ask all levels of Community Services to place an ad in printed programs, calendars, jerseys or other forms of marketing materials to help their organizations fundraising effort. These types of advertising requests typically have levels of monetary support that offer a range of different opportunities for advertising and could come from individuals, community organizations or businesses.

A. Eligibility

Requests for advertising in exchange for donations will be considered from the following:

- Local registered non-profit organizations
- Local non-profit community groups
- Local schools & post-secondary institutions
- Local sports teams

For the purposes of this policy, “local” refers to community groups or organizations within the boundary of the RDCK.

B. Application Principles

Groups or organizations making requests & the activity being supported through the request for donations should align with the following principles:

- Promote health & wellness
- Promote inclusivity & diversity
- the RDCK with positive community exposure

C. Evaluation Process

- Review the eligibility and ensure the organization aligns with the criteria
- Review the Application Principles and ensure the organization aligns with the criteria
- Check with the Communication and Community Engagement Lead to ensure there are funds in the advertising budget

D. Exclusions

The following exclusions will apply to Advertising requests in the form of a donation issued under this policy:

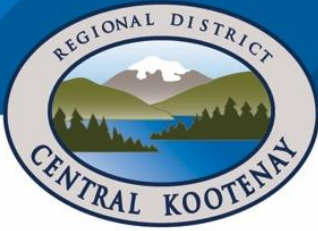
- Requests for cash donations over a value of \$250 will not be considered
- Requests for reduced costs on rental fees of RDCK facilities will not be considered

At its sole discretion, the RDCK can choose whether or not to participate in these requests.

OTHER RDCK COMMUNITY SERVICES DONATION PROGRAMS

Other Community Services donation programs include:

- RDCK Park Amenity Donation Program (includes park benches, memorial trees and other amenities) <https://rdck.jotform.com/210417559870864>
- RDCK Finance Access & Inclusion Policy (includes donations to specific social service agencies supporting vulnerable populations)



All Recreation Committee

Date of Report: 10-17-2024
Date & Type of Meeting: 10-30-2024, All Recreation Committee
Author: Trisha Davison, Regional Manager – Recreation and Client Services
Tia Wayling, Regional Programming Manager
Subject: PROGRAMMING UPDATE
File: 01-0515-20
Electoral Area/Municipality AREAS A, B, C, D, E, F, G, H, I, J, K, CASTLEGAR, CRESTON, NELSON, SALMO, NAKUSP

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is to provide information and updates to the All Recreation Committee regarding key programming initiatives and areas of service delivery within Community Services.

SECTION 2: BACKGROUND/ANALYSIS

There are several overarching topic areas the programming team wished to highlight for the All Recreation Committee.

CRPA (Canadian Parks & Recreation Association) – Aquatics Recovery Program

The Regional District of Central Kootenay was chosen as an organization to pilot a federal funding program to support the recovery of aquatics service provision through the CPRA. The program was designed specifically to support rural and remote communities such as Salmo. The conditions of the funding program allowed for the opportunity to be dispersed across the District. The RDCK was one of two organizations in the province piloting this program. The funding program was able to support costs associated with registration fees for the courses people are required to have in order to become aquatic lifeguards as well as a wage subsidy to support a work experience opportunity.

Reporting back to the CPRA is required this Fall. Staff are anticipating the District will receive upwards of \$18,000 to help offset wages and training course fees for the 14 eligible participants who participated in this program.

STATUTORY HOLIDAYS

With the goal of working towards standardized service offerings across the District, a review of how the major recreation facilities manage service delivery on statutory holidays was undertaken. The following are the findings:

- **Closed vs Open** – From an operational perspective, there is alignment across the facilities regarding when they are open or closed on the various statutory holidays throughout the year with one exception. Castlegar has been open on New Year’s Day where all other facilities have been closed.
- **Hours of Operation** – When open, operating hours are consistent across the facilities (1:00pm to 5:00pm) on statutory holidays.
- **Funding** – the facilities vary with how funding operations on statutory holidays has occurred over the years. For example:

- **Creston** – Statutory holiday operational funding comes from operational budgets with one exception. Family Day costs have been offset by a provincial government grant.
- **Nelson** - Statutory holiday operational funding comes from operational budgets with one exception. Family Day costs have been offset by a provincial government grant.
- **Castlegar** – Five of the statutory holidays have historically been funded through sponsorships (local businesses) and the same provincial government grant as Nelson & Creston.
- **Admissions**
 - **Creston** – regular admission rates apply with Family Day being the exception
 - **Nelson** - regular admission rates apply with Family Day being the exception
 - **Castlegar** – sponsored statutory holidays have typically had free admission along with Family Day.

A couple of challenges to note:

- Provincial government grant – this granting program has been in place since the establishment of the Family Day statutory holiday. The risks with this grant program are:
 - It may not always be available.
 - Each facility has to make an application separately meaning there is a risk any one or all facilities may not be successful each year.
 - There is a finite amount of grant funding available so there is no guarantee funding will be approved.
 - Award of a grant is typically not known at the time of our major advertising for these activities. We run the risk of offering a free service without any funding being in place to help offset the costs.
- Castlegar has had success, and therefore has built a reliance, on sponsorship to help fund operations on statutory holidays. The challenges with this are:
 - To date there has been no formal sponsorship policy to guide the process for sponsorship solicitation.
 - As sponsorship has triggered the offering of free admission to the facility on a given day, an expectation has been created that admission is free on certain holidays.
 - Sponsorship is not typically confirmed prior to the advertising of these free activities.
 - Having free services in one community on a statutory holiday can create confusion and misunderstandings across the District.

Comments for consideration by the All Recreation Committee:

- Within the existing processes, there is a risk that the delivery of services across the District may not be consistent in any given year. Should staff continue with this risk or budget/plan differently to ensure continuity long term?
- If a sponsor comes forward to offer free services, does the All Recreation Committee support seeing free activities occur in one area of the District only?

FUNDED TRAINING PROGRAMS

In early 2023, an RDCK-funded training program was implemented to address pool and fitness staff shortages after COVID-related layoffs in 2020. The goal for this program was to recruit qualified individuals to allow facilities to return to pre-COVID operating schedules.

After successful implementation, 68 RDCK residents were funded for at least one training course. There were 22 that were eventually hired. 15-20 applicants are still in the process of completing training or are under the 16 years old eligibility for certification. Staffing levels are improving although some services still lack aquatic supervisory staff.

Addressing the initial shortage by funding lifeguard training courses has been successful. Lifeguard and swim instructor staffing levels continue to improve, but with the influx of new and young workers, there is a low number of experienced staff that is qualified to take on necessary supervisory roles. In Castlegar and Creston hours have not returned to 2019 levels due to a shortage of supervisors and staff available to work during school/college hours.

Looking ahead

Community Services has moved closer to a phase of staffing sustainability. There will be new opportunities to train staff for supervisory position. Staffing in aquatics will always see turnover.

Budgeting a select number of funded training spots per facility will not only allow financially accessible opportunities for employment, but also ensure facilities can fill operational gaps.

Budgeting for some available funding spots in both aquatics and fitness, with more specific eligibility criteria will allow facilities to provide accessible opportunities for employment and meet operational needs, improving sustainability.

DATA COLLECTION PROJECT

The Data Collection Project aims to create and implement a centralized methodology for data collection and analysis within Community Services. The initial phase of registered and included with admission programs analysis was introduced to the Commission Meetings just this past September and October 2024.

This project will initiate many new processes and will involve different departments. A key goal during process creation will be to ensure staff are using efficient practices for data input, and collection and analysis. Ensuring the right data is collected in the most usable format, and transferred with the least amount of human error, is imperative.

The areas of data collection that are included in this project are:

- Registered programs - *started*
- Included with Admission programs - *started*
- Personal Services (personal training, private lessons)
- Events
- Memberships
- General Admission
- Facility Usage
- Leisure Access Program
- Comment Cards

- Gift Certificates/Donations
- Marketing/Advertising

Quarterly, reports will be provided to Commissions with local stats to gain a better understanding of facility usage, participation, and program trends.

BUDGET 2025 – KEY PROGRAMMING CONSIDERATIONS

There will not be any major budgetary considerations for 2025 programming. However, there are a few future programming enhancements to look forward to:

- Implementation of adapted swim lessons
- Continued additional training for camp staff in supporting children with difficult behaviours
- Continuation of summer Swim to Survive events in the Slokan Valley
 - Wildfires in 2024 resulted in the cancellation of these events
- Skating lesson instruction for schools
- Review and possible reallocation of funding for training programs

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan: Yes No **Financial Plan Amendment:** Yes No
Debt Bylaw Required: Yes No **Public/Gov’t Approvals Required:** Yes No

Financial considerations for the programming areas discussed in this report are as follows:

CPRA Funding

The funding received has reduced the costs associated with training lifeguards in the RDCK and the savings will be reflected in year-end budgets for 2024.

Statutory Holidays

If continuity across the region is preferred, budgets will continue to be developed assuming no sponsorships or grants are expected in a given year. Should a sponsorship or grant be received, the revenue will help offset the costs of operations.

Funded Training Programs

The budgets associated with providing the funded training programs are being evaluated based on operational need for 2025. Residual funding will be used for other operational training needs where appropriate.

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

Not applicable.

3.3 Environmental Considerations

Not applicable.

3.4 Social Considerations:

How we manage statutory holidays, funded training initiatives, and future programming have a positive impact on well-being, community engagement, and inclusivity of the RDCK population.

3.5 Economic Considerations:

Not applicable.

3.6 Communication Considerations:

Not applicable.

3.7 Staffing/Departmental Workplace Considerations:

Not applicable.

3.8 Board Strategic Plan/Priorities Considerations:

- Organizational excellence
- Strengthen relationships with community partners
- Manage assets and operations in a fiscally responsible manner

SECTION 4: OPTIONS & PROS / CONS

STATUTORY HOLIDAYS

Considerations for discussion:

Consistency across the District

- Pros: RDCK residents can expect and trust similar services are offered at all RDCK facilities
- Cons: Some historically sponsored events a community expects may no longer be continued

Variations in Holiday Offerings in Each Facility

- Pros: Historically sponsored events a community expects will continue
- Cons: Some communities receive more free events than others creating a feeling of inequity. Sponsorship policies are not yet in place to fairly accept sponsorships

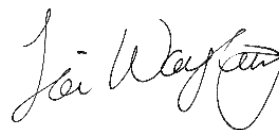
SECTION 5: RECOMMENDATIONS

That the All Recreation Committee receive this report as information; And further that, the All Recreation Committee support the alignment of service delivery on statutory holidays across the District and direct staff to incorporate this direction into the development of the 2025 budget.

Respectfully submitted,



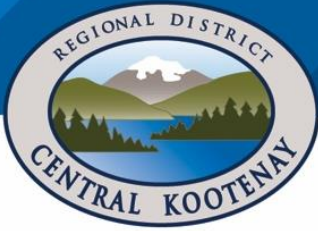
Trisha Davison
Regional Manager – Recreation & Client Services



Tia Wayling
Regional Programming Manager

CONCURRENCE

Joe Chirico – General Manager Community Services *JC*
Craig Stanley – Regional Manager, Operations & Asset Management *C.S.*



All Recreation Committee

Date of Report: 10-20-2024
Date & Type of Meeting: 10-30-2024 All Recreation Committee Meeting
Author: Trisha Davison, Regional Manager – Recreation and Client Services
Subject: ACCESS & INCLUSION INITIATIVES UPDATE
File: 01-0515-20
Electoral Area/Municipality: AREAS A, B, C, E, F, G, H, I, J, CASTLEGAR, CRESTON, NELSON, SALMO

SECTION 1: EXECUTIVE SUMMARY

The purpose of this report is provide the All Recreation Committee with an update on various initiatives related to access & inclusion initiatives within Community Services and to request approval for a revised implementation plan for the Leisure Access Program.

SECTION 2: BACKGROUND/ANALYSIS

IMPROVING INCLUSIVE PROGRAMMING

Inclusive programming creates new opportunities and access for those who would not always participate in conventional recreation programming. In July 2024, additional training for swim instructors and camp staff was organized through the Canucks Autism Network. Staff received foundational knowledge about autism and gained tools and support strategies for people with varying disabilities. This training helped provide staff with better supports for children with adapted needs in camps and an opportunity to develop adapted swim lesson programs, which is scheduled to launch in early 2025.

Staff also applied for the Active Communities Grant through the BC Alliance for Healthy Living Society. In May 2024, RDCK was awarded \$20,000 to fund a portion of the autism training as well as purchase a wheelchair lift for the Salmo Pool.

FINANCIAL ACCESS & INCLUSION POLICY

In April 2024, the RDCK Board approved the Financial Access & Inclusion policy for Community Services. Since that time, staff have been working to implement various components of the policy to allow those with financial barriers enhanced access to recreation services.

The policy has four components: the Leisure Access Program, support for vulnerable populations, low cost and no cost programming, and caregiver support. This report aims to provide a status update on the implementation of each of these components.

COMPONENT	STATUS	COMMENTS
Caregiver Support	Implemented	This option was in place prior to the new policy being implemented.
Free & Low Cost Programming	Implemented	“Cheer” activities have been planned in all major facilities for the Fall session.

	Planning for 2025 underway	Based on an evaluation of the Fall activities, planning will occur like activities in 2025 as well as other “free” opportunities (ie. Sasquatch activity).
Support for Vulnerable Populations	Not started	The hope is that a process will be in place for this component by the late Spring.
Leisure Access Program (LAP)	Planning Continues	See details below.

Leisure Access Program (LAP) Implementation

Since April, the progress on implementing the revised LAP met a few road blocks. The All Recreation Committee was flagged to the delay in implementation via email in August. The original planned implementation of this component was September 3. Of utmost importance through the implementation process was to have uninterrupted opportunity to participate in recreation services by those who were already accessing the old leisure access program. To ensure this occurred, all existing pass holders had their expiry date extended to December 31, 2024.

The primary challenges the Department faced with this component were:

- The legislated framework of the RDCK and how the subsidy function within the Xplor Recreation software does not align well. The financial structure of the RDCK creates a level of complexity that we have had to find ways to work through. This is not a recreation software issue but more so how financials are required to be reported by the local government.
- This means we had to find a way to ensure that the system would reflect the use of the subsidy applied to someone’s account in the right service area. For example, if a Castlegar resident has qualified for a subsidy and is using that subsidy for a program in Nelson, that both the value of the subsidy and the amount paid by the client needed to be reflected in two different service areas. This became incredibly complex matter to resolve.

With the assistance the new staff member hired into the “Recreation & Client Services Business Coordinator” position, who has expertise in the Xplor Software program, we have a solution. The solution should also allow for the tracking of the use of the subsidy by the area of the persons residence. Under the old system, this was not possible and therefore the larger centers absorbed any financial support being given to any participant in the LAP program. It should be noted that while it looks like this will work for this specific program, trying to replicate a like system on a larger scale would not be a reasonable undertaking.

There is a risk that a resident may be able to access the subsidy funding from more than one service area thus receiving the funding more than what the policy permits. While this risk exists, it is felt to be extremely low and may be able to be mitigated in other ways.

As the process has taken considerably longer to resolve than initially thought, staff are recommending the following changes to the implementation strategy:

- Extend expiry date of all existing LAP pass holders to May 31, 2025 (end of May was the original annual expiry date of these passes)
- As of January, commence use of the subsidy system whereby all existing pass holders will have the appropriate subsidy applied to their accounts. These clients will be able to use their subsidy for all appropriate services up to the end of May. This will also allow for the testing and monitoring of the use of the subsidy to help identify if the subsidy value is working as intended.

- From February to April, finalize the new application process and initiate a communication strategy to ensure clients are prepared for the May 31 expiry of their passes.
- From May to September, work to establish relationships with key third party agencies in each major community that could be used by clients seeking additional subsidy dollars as per the policy.
- By Fall of 2025, the full LAP component implemented.

Free & Low Cost Programming

By the end of October, all major centres will have had one “Cheer” event. Front desk staff have been equipped with an FAQ sheet to help with communications and questions from the public. Staff at all levels (communications, programming, operations, front desk etc) have been asked to monitor and evaluate how these first few “Cheer” sessions go so modifications can be made were needed going into November. Some programming principles used when developing these activities include:

- Times chosen had to be carefully considered to ensure the activity is operationally feasible. In busier facilities, this has proven to be challenging.
- Whatever general admission typically grants a participant is available to someone paying their \$2.00 “Cheer” admission.
- Offering admission to services for \$2.00 is likely not sustainable long-term. The “toonie” activity name is no longer being used.
- Various times are being chosen to try and allow the opportunity to be available to the widest cross section of residents. Not all times will work for everyone.
- A way to allow LAP pass holders to access these programs at zero cost has been implemented.

More comprehensive feedback will be provided at future All Recreation Committee meetings.

SECTION 3: DETAILED ANALYSIS

3.1 Financial Considerations – Cost and Resource Allocations:

Included in Financial Plan:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Financial Plan Amendment:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Debt Bylaw Required:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Public/Gov’t Approvals Required:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Caregiver Support – there is not significant financial consideration to this component.

Leisure Access Program – 2025 budgets for each service will reflect the anticipated value of the subsidy being offered to support those in financial need. This will be reviewed with each service as part of the budget discussions. As a reminder, approved applicants will be provided \$100 for an adult and \$150 for a child. Through a third party adjudicator, there is an option for approved applicants to receive a second amount of funding at the same value again if the initial subsidy is exhausted within the term of their membership.

Free & Low Cost Programming – There are no financial considerations for 2024. Budgets for 2025 will reflect plans for free & low cost programming planning.

Vulnerable Population Support - There are no financial considerations for 2024. Budgets for 2025 will reflect anticipated costs of this initiative.

3.2 Legislative Considerations (Applicable Policies and/or Bylaws):

Not applicable.

3.3 Environmental Considerations

Not applicable.

3.4 Social Considerations:

The community and individual benefits that are created through participation in recreation services are well documented. The goal of this program is to create opportunities to all, on some level, to realize these benefits even if there are financial barriers to participation. The sense of belonging and feeling part of the community are key social considerations of this initiative.

3.5 Economic Considerations:

Not applicable.

3.6 Communication Considerations:

No applicable.

3.7 Staffing/Departmental Workplan Considerations:

Not applicable.

3.8 Board Strategic Plan/Priorities Considerations:

- Develop relationships and partnerships.
- Manage service delivery in a fiscally responsible manner.
- Organizational excellence.
- Regional approach to growth.

SECTION 4: OPTIONS & PROS / CONS

Option 1: Not support the revised implementation plan for the Leisure Access Program (LAP).

All of the components related to a successful launch of the revised LAP would likely be compromised. This would include the successful transition of clients over to a new process, effective communication planning, staff training, and building solid relationships to support the program.

Option 2: Support the revised implementation plan for the Leisure Access Program.

The revised implementation plan reflects a process that is felt to be manageable from a workload perspective, supportive of the clients who use the service, reflective of steps needed to make the program successful, and allow for time to tweak processes effectively where needed.

SECTION 5: RECOMMENDATIONS

The All Recreation Committee direct staff to continue the revised implementation plan for the Community Services Leisure Access Program as per the revised implementation plan as presented

Respectfully submitted,



Trisha Davison, Regional Manager – Recreation & Client Services

CONCURRENCE

General Manager of Community Services – Joe Chirico *JC*
Regional Manager, Recreation & Asset Management – Craig Stanley *C.S.*